



**Minutes of Full Council Meeting held
On Thursday 27th September 2018
In The Community Hall – Ledbury**

PRESENT:

Chair of the Council; N. Shields

Deputy Council Chair: J. Roberts

Councillors: A. Bradford; K Francis; A. Harrison;
J. Hopkins; P Howells; A. Manns; N. Morris;
D. Vesma

In Attendance: G. Rippon - Acting as Clerk for the meeting
M. ab Owain – Acting (Part-Time) Town Clerk
S. Fisher – Minute Taker

5 members of the public

C136–09.18 Apologies

Apologies were received from Cllrs Baker; Eakin; Harvey; Knight; Low;
Warmington; Whattler and Wilce

C137 – 09.18 Interests

There were no interests declared

C138 –09.18 Public Participation

Mrs Hill, of the Christmas Lights Working Party requested clarification of the position following the meeting of the Environment and Leisure Committee on 20th September 2018.

The Chair responded that this would be dealt with in more detail under the specific Agenda Item on the Minutes of this meeting.

C139 - 09.18 Minutes

i) Minutes of the Meeting of Full Council of 26th July 2018

Chair confirmed that the next PACT Meeting (deferred to this meeting) will take place on 29th October 2018.

Proposal: The Minutes be approved as an accurate record of the Full Meeting of Ledbury Town Council held on 26th July 2018.

Voting: Agreed

ii) Minutes of Extraordinary Meeting of Full Council of 16th August

It was pointed out that Cllrs Hopkins and Low had not attended this meeting but had sent apologies.

Proposal: With the amendment of the attendance details as above the Minutes be approved as an accurate record of the Extraordinary Full Meeting of Ledbury Town Council held on 16th August 2018.

Voting: Agreed

iii) Minutes of Extraordinary Meeting of Full Council of 23rd August 2018

Cllr Howells pointed out that the spelling of the Inspector's name in Item C131-08.18 was incorrect: it should be McGurk

Cllr Hopkins pointed out that in Item C133-08.18 she was incorrectly recorded as having asked why advice on the Settlement Boundary had not been followed. She had actually asked if there was a copy of this advice. She asked that the minutes be amended to note this.

Proposal: With the amendments above the Minutes be approved as an accurate record of the Extraordinary Full Meeting of Ledbury Town Council held on 23rd August 2018.

Voting: Agreed

C140 - 09.18 Chairman's Report and Correspondence

The Chair reported that the past month has been busy, with time taken dealing with matters relating to the Judicial Review, the Neighbourhood Development Plan and Staff Recruitment.

She had attended 5 events on behalf of the Council: The Opening of the Three Choirs Festival, and a Reception given by the Festival later in the same week; the Unveiling of a restored painting at St Michael and All Angels Parish Church; the Ledbury Carnival Judging (as a guest, not as a judge!) and a dinner with the outgoing Mayor of Strömstad.

There was no correspondence received during this period.

C141 - 09.18 Chairman's Welcome to Newly Elected Councillors

The Chair formally welcome the four newly elected Councillors, confirming that all paperwork necessary for their installation as Councillors has been completed. She noted that although only one of the four was able to attend this meeting, the others having prior commitments, the Council looked forward to working with all of them.

C142 - 09.18 Committee Matters: Economic Development & Planning Committee

i) The Council received the Minutes of the meeting held on 2nd August 2018.

Cllr Manns, as Chair of this meeting, explained that the meeting had been principally concerned with ensuring that the landscaping for the area around the Master's House was suitable, as this is a major work for the Town.

Proposal: The Minutes be approved as an accurate record of the Economic Development and Planning Committee held on 2nd August 2018.

Voting: Agreed

ii) The Council received the Minutes of the meeting held on 6th September 2018.

Under Item P.93.04 Cllr Bradford expressed concern that the Town Council was being asked to fund works that are the responsibility of the County Council. Cllr Howells responded that the funding was to cover the advertising necessary to enable the Town Council to request the County to make the TROs higher priority. It was hoped that this funding would be covered by receipts from issuing parking permits in the areas in due course. The Chair pointed out that there was no allocation in the current year's budget for this activity.

Proposal: Discussion of the desirability and practicability of introducing Parking Permits be referred to the Traffic Management Working Party for their consideration.

Voting: Agreed unanimously

Under Item P.95 it was pointed out that the meeting had been informed by a Parkway resident that a recent traffic report had given the average speed of vehicles through the 40mph limit as being 48.8mph. Cllr Bradford asked if there was any confirmation of this and was informed that it had been obtained under a Freedom of Information request, and a copy of the relevant document was available from the Town Office.

Under Item P.98 there were questions as to the purpose and usefulness of the proposed new booklet, and whether the Grant requested would be the last funding required for the project.

Proposal: Refer the Grant Request back to the applicants and the ED&P Committee for further information.

Voting: Agreed unanimously

Point of Order:

Cllr Francis asked the Chair if Standing Orders, requiring speakers to stand when addressing the Council had been suspended. The Chair responded that she had agreed to Cllr Manns's and Cllr Roberts's requests to be allowed to sit when speaking.

Cllr Francis then proposed that Standing orders be suspended. This proposal was amended to "the requirement under Standing Orders for Speakers to stand when addressing Council" be suspended. This proposal was seconded by Cllr Roberts.

The proposal was agreed.

Proposal: The Minutes be approved as an accurate record of the Economic Development and Planning Committee held on 6th September 2018, but that the decisions of the Full Council to refer the matter of funding for TROs to the Traffic Management Working Party be noted, and request further information in respect of the Grant Application be noted.

Voting: Agreed

C143– 09.18 Committee Matters: Environment & Leisure Committee

i) The Council received the Minutes of the meeting held on 13th September 2018.

Cllr Hopkins highlighted items E79 (Cemetery Survey) and E82 (1) War Memorial Cleaning.

Cllr Bradford commented that his initial response was that the War Memorial had been cleaned last year; it was pointed out that this was the 100th anniversary of the end of WW1 – and Cllr Bradford responded that despite his initial response he had looked at the monument and considered that cleaning was necessary. However, he suggested that since the quote the Committee proposed to accept came from the same company that had cleaned it in 2017 it might be possible to obtain a discount due to the short time elapsed.

Proposal: The Council consider the Minutes of the meeting held on 13th September 2018 and agree to accept the Minutes and recommendations contained therein.

Voting: Agreed

iii) To reconsider the Recreation Ground Youth Shelter quotation

Cllr Hopkins explained that the quotes originally considered had transpired to not be strictly comparable, and therefore, after receiving further information, the Committee was recommending the acceptance of a quote of £16,947 for the installation onto a grass base of a suitable shelter. Other types of flooring could be installed. She proposed that the best way forward would be to accept this quotation in principle, but to hold a site meeting with all interested Councillors prior to finalising the contract, bearing in mind that any flooring provided would incur additional costs to be detailed by the Contractor.

Proposal: To accept the quotation of £16,947 for the basic cost of the shelter; to hold a site meeting, as covered by the Contract, with all interested Councillors prior to finalising the details of the order.

Voting: Agreed

Proposal: To take further advice from the contractor with respect to the costs and related benefits of alternative flooring as soon as possible with a view to making a decision at the next Full Council meeting.

Voting: Agreed

iv) To consider any recommended actions resulting from the Tree Inspections carried out on the Council's three Deer Park amenity areas

After a brief discussion it was agreed that there was too much information to consider properly, given the late arrival of the Reports.

Cllr Shields proposed that the Council delegate the Temporary Clerk and the Committee Chair to identify urgent works required and arrange for those to be done. Cllr Roberts amended this proposal to state that non-urgent works should then be referred back to full Council.

Proposal: The Council delegate the Temporary Clerk and the Committee Chair to identify urgent works required and arrange for those to be done. The E&L Committee should consider the remaining non-urgent works and refer their recommendations back to full Council.

Voting: Agreed

v) To consider Grant Application regarding Ledbury in Tourism

This had already been discussed and voted on under Item **C142 - 09.18 (ii)**

C144 - 09.18 Committee Matters: Finance & General Purposes Committee

i) The Council received the Minutes of the meeting held on 20th September 2018.

Proposal: The Council consider the Minutes of the meeting held on 20th September 2018 and agree to accept the Minutes and the Proposals therein.

Voting: Agreed

ii) Budget Process

This item was deferred.

C145 - 09.18 Committee Matters: Standing Committee

i) The Council received the Minutes of the meeting held on 23rd August 2018.

There was some discussion concerning the allocation of costs for new signage for the October Fair. It was pointed out that new signs are not single use items, and can be used for future Fairs and other Events.

Proposal: The allocation of actual costs for the signage between the Fair and general expenditure be considered during the Budgeting Process

Voting: Agreed

ii) This item was deferred to the Closed Session.

C146 - 09.18 Committee Matters: Committee Membership

The Council considered Cllr Vesma's request to sit on the Economic Development and Planning Committee and Environment and Leisure Committee

Proposal: Councillor Vesma's request to sit on the Economic Development and Planning Committee and Environment and Leisure Committee be approved.

Voting: Agreed

C147 - 09.18 External Audit 2018/19

The Chair confirmed that this Item will go to the next meeting of the Finance and General Purposes Committee for consideration and recommendations.

C148 - 09.18 Website Tender

Cllr Hopkins confirmed that the Full Council will have the final say on the design and content of the new website. The proposed delegation of authority for considering Tenders is purely for considering the technical abilities and general suitability groups or companies tendering for the work.

Proposal: The Temporary Clerk be delegated to determine the successful tendering company for the new Ledbury Town Council Website in consultation with Cllrs Shields, Hopkins and Vesma

Voting: Agreed

At this point Cllr Bradford left the meeting

C149 - 09.18 Progress on Town Council Policies

Matters are moving forward on these, and Policies are being collated.

i) Financial Regulations.

The Chair and the Temporary Clerk confirmed that some parts of the Financial Regulations have been revised in such a manner that they are not compliant with best practice. These will need to be updated. In the process of doing this, consideration would be given to delegating authority to committees for specified amounts of money, particularly related to agreed expenditure.

ii) Event Management

This has been drafted as a matter of urgency for the October Fair as this is now a required document.

C.150 - 09.18 Herefordshire Councillors' Reports

There were no Herefordshire Councillors present to give reports.

C.151 - 09.18 Outside Bodies

Cllr Morris confirmed that the work of the Food Group, on which he represents Ledbury Town Council is progressing well.

C.152- 09.18 Representation on Outside Bodies

i) HALC Cllr Francis confirmed that he wishes to step down as the representative of Ledbury Town Council on HALC as he is not planning to stand for re-election in 2019.

Cllr Hopkins had expressed an interest in taking on this rôle.

Proposal: That Councillor Hopkins be appointed Ledbury Town Council Representative on HALC

Voting: Agreed. The Temporary Clerk will confirm to HALC the name and contact details of the new Representative

ii) Review of Representation on Other Bodies

Proposal: This item be deferred to the next meeting of Full Council

Voting: Agreed.

C.153- 09.18 General Correspondence

The Chair presented a letter addressed to the Town Council from Ledbury Scouts. Cllr Morris pointed out that this letter asked that the public toilets be opened during their St George's Day Parade on 28th April 2019. It was confirmed that they would be open.

Proposal: The Council confirms its support for this event

Voting: Agreed.

C.154 - 09.18 Date of Next Meeting:

The date of the next meeting of the Full Council was confirmed as Thursday 1st November 2018

C.155 - 09.18 Exclusion of Members of the Public

When the Chair proposed excluding members of the public one person present requested confirmation that matters pertaining to the Judicial Review would be made public in due course.

The Chair responded that the Council was pursuing all avenues for recovery of costs, but that there was no resolution of the matter as yet.

Proposal: To exclude members of the public from the rest of the meeting.

Voting: Agreed

Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by Local Government Act 1972 Section 100. In order to consider confidential legal, financial and employment matters the Chairman proposed to exclude members of the public.

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The meeting following the closed session ended at 10.15pm

CHAIRMAN DATE